



# CITY OF HOUSTON

## Job Posting

**Im Applications accepted from:** ALL PERSONS INTERESTED

**Job Classification** SYSTEMS SUPPORT ANALYST III

**Posting Number** PN# 112858

**Department** Department of Public Works and Engineering

**Division** Resource Management Division

**Section** Information Technology

**Reporting Location** 611 Walker \*

**Workdays & Hours** M – F, 7:30AM– 4:30PM \*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs various professional activities necessary to the operations of the data center. Provides assistance in supervising personnel in the handling of various activities necessary to the operation of the data center. Assist users in determining specialized computer needs or computer capacity requirements. Analyzes operational procedures to improve efficiency in the data center. Acts as a liaison with the computer manufacturer or software vendors. Prepare standards and procedures with respect to system software and provide hardware and software support. Maintains reporting procedures for system administration and utilization. Assists with capacity planning and/or tuning

**WORKING CONDITIONS**

The position is physically comfortable; the individual has the discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Computer Science, Business Administration, Statistics, or closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Three years of experience in data communications analysis and design, programming systems design and maintenance, operating systems support, or a closely related field experience are required. Directly related experience may be substituted for the education requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

**PREFERENCES**

Preference will be given to applicants with experience in Linux, Unix, Windows 2003 Server and Windows NT/2000 client support. Strong customer service skills and development of SOP.

**SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

**SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 22  
\$1,277 - \$1,833 Biweekly \$33,202 - \$47,658 Annually

**OPENING DATE**

August 30, 2006

**CLOSING DATE**

Open Until Filled

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0571. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer